

How You Must Help with Child Support Collection for Temporary Assistance for Needy Families (TANF) and Medical Assistance Programs

Unless it is not safe for you or your children, the law requires that you must help the Department of Social and Health Service (DSHS) collect child and medical support when you get TANF or medical assistance.

What do I have to do to help DSHS collect child and medical support?

- Name the parent(s) of the child(ren).
- Give us information to help find the parent(s).
- Help to prove who the parent(s) of the child(ren) are.

Why do I have to establish paternity and collect child and medical support?

- Because it gives your child(ren) a family medical history by knowing who their parent is.
- Because it gives your child a legal right to inheritance, social security, veterans benefits and other government entitlements.
- Because child support and medical support can help you achieve self-sufficiency.

What happens if I don't cooperate with Division of Child Support (DCS)?

If you do not help DCS collect child and medical support, your cash grant may be reduced by 25% and your medical coverage may be stopped (the child in your care will still receive medical coverage).

When is it OK not to help?

You don't have to help collect your child and medical support if DSHS decides you have a good reason not to help because:

- You fear you or the child(ren) in your care will be seriously harmed (physically or emotionally).
- Your child was born due to rape or incest.
- You have started adoption proceedings, or you are in counseling (for up to three months) with a child placement agency about adoption.

What should I give DSHS to show I have a good reason (good cause) not to help?

- Your records including birth, medical, police, or other records about your safety claim.
- Your sworn statement if no other proof is available.

What should I do if it is no longer safe to help DSHS collect child support and/or medical support?

- Contact your Community Service Office case manager and your DCS child support officer immediately. Tell them both about your new situation.
- Tell them you have a good reason (good cause) to stop helping. Ask them where you can get help.

What if I disagree with the DSHS good cause (good reason) decision?

You have the right to ask for a Fair Hearing about DSHS good cause decision. A Fair Hearing is a review of the good cause decision.

If you have any questions about helping with support collections, ask before you sign this form. Check only one of the statements below.

- ☐ I believe it is safe for me and my children for DSHS to collect child and medical support. I understand that I must help DSHS collect child and medical support and if I don't my portion of the TANF grant will be reduced by 25% and my medical benefit will be stopped.
- ☐ I have a good reason not to help. The reason is (please describe your reason and attach any proof such as police reports, protection orders . . .):

CLIENT'S SIGNATURE

DATE

I have given a copy of this form to the client.

WORKER'S SIGNATURE

DATE

AUID NUMBER

NON-CUSTODIAL PARENT NAME

Fair Hearing Process

1. You can call your local Community Service Office to ask for a review of your case.
2. You can call your Community Service Office or write to The Office of Administrative Hearings, PO Box 42489, Olympia, WA 98504-2489 within 90 days to request a hearing. If you request a hearing, DCS will not start working your case until the hearing decision is final.

A lawyer or other person you choose can represent you at the hearing, or you can represent yourself.

Can I get legal advice or representation?

You can call the statewide legal services line at 1-888-201-1014.